JOB COACH SPECIAL EDUCATION

GENERAL DEFINITION OF WORK:
The job coach provides modeling, instruction and support to help students with disabilities learn, accommodate, and perform work duties and activities of daily living. The job coach provides support to students in various work and community sites, and assists the teacher to work with students both in and outside of employment and life skills training locations. Does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:
Provides modeling, instruction and support to help students with disabilities learn, accommodate, and perform work duties and activities of daily living.
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
➢ Supervise students one on one or in small groups, providing modeling, prompts, instruction and redirection as needed.
➢ Provide transportation by driving students in county car; assist students in accessing public transportation, travelling by foot, and navigating throughout their environment.
➢ Contact and maintain open communication with businesses and community sites; collaborate with workplace to coordinate student work and set up any needed accommodations; problem-solve solutions as needed.
➢ Encourage self-advocacy and self-determination skills in students, working toward independence.
➢ Keep accurate records and data of student performance in the community.
➢ Follow student behavior plans and employ positive behavior supports.
➢ Take reasonable precautions to ensure a safe environment for students.
➢ Oversee students in various life skills activities (including but not limited to: cooking, cleaning, grooming and self-care, general household or yard care, laundry, following a schedule).
➢ Assist teacher in preparation and delivery of instruction.
➢ Works with students and staff to set up, program and implement communication programs and devices, visual schedules, and other necessary technology or visual/ instructional aids.
➢ Perform various clerical duties as needed (filing, making copies, typing, creating reports, record-keeping, etc.).
➢ Communicate effectively and respectfully, both orally and in writing, with students, team members, community members, and other agencies as necessary.
➢ Participate in trainings and meetings as assigned.
➢ Cooperates with other members of the staff, students, families, and agencies in planning and carrying out student goals. Identifies student needs and works with team to help students problem-solve and reach individual and program goals.

KNOWLEDGE, SKILLS AND ABILITIES:
Must possess the ability to successfully engage students and foster individual growth. The job coach must have a positive can-do attitude and excellent social skills to communicate daily with staff, students, and community members.

EDUCATION AND EXPERIENCE:
High School Diploma or GED. Experience working with individuals with disabilities in an educational or community setting.

PHYSICAL REQUIREMENTS:
This is not sedentary work and will require the exertion of up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:
Must have a Virginia driver's license and maintain a 0 or higher point balance on DMV driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.